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13 January 1955

MEMORANDUM TO: Colonel White

25X1A 1. The attached memo, w/attachments, from Logistics advises that Agency chauffeur-driven cars are being used extensively between points which are on or in the vicinity of the regularly scheduled shuttle bus routes, and that there is every indication that many of these trips are by personnel not authorized under Paragraph 3b(2) of Agency Notice [REDACTED] (Tab A). The memo further states that this use is adversely affecting the ability of the Motor Pool to render proper service and recommends the issuance of an Agency notice on this matter (Tab B).

25X1A 2. There is no doubt that the use of Agency chauffeur-driven cars is being abused by use to points that may be reached by the shuttle. The personnel designated by the Chiefs of Major Components, the Assistant Directors, and office Chiefs control who uses the cars and the Motor Pool provides the cars only when requested by these designated individuals. It appears, therefore, that a memo to the Chiefs of the Major Components calling this matter to their attention and requesting that they make certain the people designated to order cars are familiar with Agency Notice [REDACTED] and that it is being followed, is the logical and most effective way to handle this matter.

3. It is recommended that the notice prepared by Logistics not be issued and in lieu thereof a memorandum to the Heads of the Major Components be prepared and issued under your signature. If you concur, such a memorandum will be prepared.

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ORIGINAL DOCUMENT MISSING PAGE(S):

attachment Tab A